

excl. 7071

~~CONFIDENTIAL~~

9 JUN 1961

MEMORANDUM FOR: Administrative Officer,
Office of the Comptroller

25X1A6a

SUBJECT : Reclassification of [REDACTED] Finance

25X1A

1. To confirm a conversation between you and a representative of this Division on 31 May 1961, the subject position has been reviewed and a determination made that the appropriate classification is Fiscal Accounting Assistant, GS-09.

2. Final establishment of the position at GS-09 is subject to provisions of [REDACTED]

25X1A

FOR THE DIRECTOR OF PERSONNEL:

[REDACTED]
Chief, Salary and Wage Division

25X1A9a

*Copy to Finance -
6/16/61
yds*

2 prints required

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|------------|----|----------|--------|-----------|---------|
| DOC | 22 | REV DATE | 6-4-81 | TYPE | 01 |
| ORIG COMP | | GPI | 20 | REV CLASS | C |
| ORIG CLASS | 22 | PAGE | 2011 | AUTH | HR 70-2 |
| JUST | 22 | EXT REV | | | |

See Control Sheet

428

8/18/61

(39)

~~CONFIDENTIAL~~

29 MAY 1961

MEMORANDUM FOR: Salary and Wage Division
Office of Personnel

SUBJECT : Reclassification of [REDACTED] Finance Position
No. 1149

25X1A6a

1. Reference is made to recent dispatch [REDACTED] other dispatches on same subject and numerous discussions held with various officials of the Comptroller's Office relative to the reclassification of Position 1149, [REDACTED] Station, from GS-7 to GS-9.

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2. There is one fundamental point which probably has not been given due consideration in arriving at the proper classification of this position and that is the wide disparity between grades of the top finance position and the second finance position. In this case there is a gap of five grades.

3. In the operation of any office or activity the employee occupying the second position is always expected to have the right answers to all problems and questions in his particular field of endeavor during the absence of the Chief. This is true even if he or she does not carry the title of Deputy or Assistant Chief. As you are well aware field operations in particular must be carried on just the same even if the Chief of an Office and/or operation is absent for any reason whether it be annual or sick leave or away on official business. Also, it must be recognized that finance personnel in field stations are on their own and have nobody to turn to for consultation in their particular field. They must be qualified to weigh the facts and make the decisions. One can hardly expect a GS-7 to have near the judgment and ability required to carry out many of the duties and responsibilities of a GS-12 during his absence.

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4. [REDACTED], in [REDACTED] points out there are five bases which the Finance Officer is required to service and such service involves at least two visits to each base each year. During this absence and other absences of the Finance Officer, the finance work must go on as usual.

25X1A6c

- 2 -

5. The employee occupying the Fiscal Accounting Assistant position must be able when called upon to advise the Chief of Station and others relating to financial regulations, funding, accounting matters and all types of payments. Further, he is responsible for carrying out instructions of the Chief of Station in all financial matters and reporting to headquarters if any actions are contrary to regulations. He also has the duty of conducting liaison and executing funding agreements with other Agencies when necessary. Without going into a lot of detail, he is responsible for executing all the functions of the Finance Officer during his absence other than certifying vouchers.

6. I will be glad to discuss further any questions you may have in considering the reclassification of this position from GS-7 to GS-9. Since the operations of the [REDACTED] Station are considered very important and since this area may develop further into a trouble spot, it is possible that we may want to send a higher grade than a GS-9 to the location if the situation warrants at any time.

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[REDACTED]
E. R. SAUNDERS
Comptroller

ERS:epr

Distribution:

O&1 - Addressee

✓ 1 - Comptroller

1 - Finance Division

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~~CONFIDENTIAL~~

16 MAR 1961

MEMORANDUM FOR: The Comptroller

ATTENTION : Administrative Officer

SUBJECT : Classification Review of Position #1149,
[REDACTED] Station

25X1A6a

To confirm a telephone conversation between you and a representative of this Division on 14 March 1961, the subject position has been reviewed and a determination made that the correct classification is Fiscal Accounting Assistant, GS-07.

FOR THE DIRECTOR OF PERSONNEL:

25X1A9a

[REDACTED]
Chief, Salary and Wage Division

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| | | | | |
|---|---|------------|---|--------------|
| DISPATCH | CLASSIFICATION TOP SECRET | PROCESSING | | |
| | | PROPOSED | ACTION | ACCOMPLISHED |
| TO Chief of Station, [REDACTED] | 25X1A6a | | MARKED FOR INDEXING | |
| INFO. | | | NO INDEXING REQUIRED | |
| FROM SW Career Service Board | | | ONLY QUALIFIED HEADQUARTERS DESK CAN JUDGE INDEXING | |
| SUBJECT Classification of Position No. 1149 | | | ABSTRACT | |
| | | | MICROFILM | |

ACTION REQUIRED - REFERENCES

[REDACTED] 25X1A6c

1. A review of the duties and responsibilities for subject position forwarded by reference, was made by the Salary and Wage Division. Based on this review, it was determined that the appropriate grade for this position is GS-7.

25X1A2e 2. In view of the above, a replacement for [REDACTED] will be selected at this grade level.

[REDACTED] 25X1A2e

NE does not agree with the position stated above but has insufficient information to protest. The crux of the matter rests with your wording of para 2.h. of reference. If, in fact, Slot No. 1149 is the Assistant Finance Officer and if, in fact, the incumbent must take over all responsibilities of a Class A Finance Officer (except for Certification) in the absence of the Finance Officer, we believe you should renew your request. If, on the other hand, the responsibility passes to another administrative officer in the absence of the Finance Officer, this position will remain at the GS-7 level with a Fiscal Clerk as an incumbent.

[REDACTED] 25X1A2e

DISPATCH SYMBOL:

Orig. and 1 - CAC, [REDACTED]

25X1A6a

| | |
|--|--------------------------------------|
| DATE TYPED 17 March 1961 | DATE DISPATCHED 3 APR 1961 |
| DISPATCH SYMBOL AND NUMBER [REDACTED] 25X1A6c | |
| HEADQUARTERS FILE NUMBER | |

CROSS REFERENCE TO

25X1A

FEB 1961

MEMORANDUM FOR: Chief, Salary and Wage Division

SUBJECT : Reclassification of Position No. 1149,
[REDACTED] Station

25X1A6a

REFERENCES : (a) [REDACTED], dated 31 January 1961
(b) Memo from AC/FD to Salary and Wage
Division, dated 20 July 1960

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1. The attached position description, prepared and transmitted by the [REDACTED] Station, is forwarded with the recommendation that the requested reclassification of slot no. 1149 be approved.

2. Reference (b) forwarded information relative to the station's financial activities and a review of those statistics indicates no significant change.

3. Please advise this Office if additional information is desired.

E. R. SAUNDERS
Comptroller

Attachment:

25X1A

Distribution:

Orig. & 1 - Addressee w/att.
1 - Comptroller
1 - Chief, FD

25X1A9a

C/FD/[REDACTED] rft (2295)

*Original has been
to Mr. [REDACTED] 2/17/61*

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*Revised requested to
prepare reply to [REDACTED] 3/6/61*

25X1A

Approved

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